



Sean Rogan
Executive Director

**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

May 06, 2014

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

1-D May 6, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVE THE PURCHASE OF WIDE AREA NETWORK SERVICES FROM AT&T
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter is requesting approval to purchase AT&T Virtual Private Network Managed Internet Services from AT&T, to provide Wide Area Network services for voice, data, and Internet connectivity for the Community Development Commission.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the purchase of AT&T Virtual Private Network (AVPN) Managed Internet Services (MIS) Internet Protocol Flexible (IPFlex) through AT&T is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
2. Approve and authorize the Executive Director, or his designee, to execute, amend, and, if necessary, terminate the Authorization to Order Under State Contract (ATO) and all related documents with AT&T, in order to obtain AVPN MIS IPFlex voice, data and Internet services for the Community Development Commission (Commission), for a term of four years, at a monthly cost of \$22,172.68, plus applicable federal, state and local charges, and a one-time cost of \$5,000 for network installation.
3. Authorize the Executive Director to expend up to an additional ten percent per year for unforeseen additional services as required; the maximum contract sum for all four years of AT&T AVPN MIS

IPFlex, plus network installation and ten percent contingency, is \$1,316,203.60.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase AVPN MIS IPFlex network through AT&T for the Commission's voice, data, and Internet connectivity.

The Commission will get a complete suite of integrated voice, data, and Internet services at a competitive rate with invoicing and reporting capabilities and a customized portal program for direct customer service solutions. AT&T, as a prior provider of these services to the Commission, is familiar with the Commission's Wide Area Network, which should provide for a seamless transition to AVPN MIS IPFlex services.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The monthly reoccurring cost will be \$22,172.68, plus applicable federal, state and local charges estimated at \$2,660.72 (twelve percent), and a one-time non-recurring cost of \$5,000 for the Wide Area Network implementation. A \$29,800.08 (ten percent) contingency per year is requested for unforeseen additional services as needed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Chief Information Office (CIO) has reviewed this request and recommends approval. The CIO Analysis is attached (Attachment A). The ATO has been reviewed by County Counsel and is attached in substantially final form (Attachment B).

ENVIRONMENTAL DOCUMENTATION

Computer software purchases are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

AVPN MIS IPFlex will be purchased under the competitively awarded State of California Department of Technology Services CALNET 3 Agreement (Agreement). The Agreement is a comprehensive collection of integrated enterprise network services with AT&T. AT&T was awarded two Master Service Agreements (MSAs): MSA 1 - Voice, Data and Video Services, and MSA 2 - Long Distance and Network Based Services. All State of California government agencies can use the Agreement. In addition, the Agreement has ongoing and annual reviews of pricing and service functionality to ensure rates and services remain cost-effective and technologically competitive throughout the agreed term. The Commission reviewed the procurement process to determine compliance with the Commission's procurement requirements and 24 Code of Federal Regulations 85.36 known as the "Common Rule" for U.S. Department of Housing and Urban Development (HUD) funded projects and services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The purchase of AVPN MIS IPFlex will increase bandwidths to remote sites, increasing productivity and efficiency, and will provide more efficient billing and customer support solution capabilities.

Respectfully submitted,



SEAN ROGAN
Executive Director



RICHARD SANCHEZ
Chief Information Officer

SR:MF:mr

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER:

CA14-08

DATE:

4/2/2014

SUBJECT:

**APPROVE THE PURCHASE OF WIDE AREA NETWORK
(WAN) SERVICES FROM AT&T**

RECOMMENDATION:

☒ Approve☐ Approve with Modification☐ Disapprove

CONTRACT TYPE:

☒ New (CALNET 2 and 3 Agreements)☐ Sole Source☐ Amendment to Contract #: Enter contract #.☒ Other: Purchase-Internet Services

CONTRACT COMPONENTS:

☐ Software☐ Hardware☒ Telecommunications☐ Professional Services

SUMMARY:

Department Executive Sponsor: Sean Rogan, Executive Director

Description: Community Development Commission (CDC) is requesting approval of Internet and Wide Area Network (WAN) services for a term not to exceed 48 months.

Contract Amount: \$1,316,203.60

Funding Source: U.S. Dept of Housing and Urban Development (HUD)

☐ Legislative or Regulatory Mandate☐ Subvened/Grant Funded:

**Strategic and
Business Analysis**

PROJECT GOALS AND OBJECTIVES:

The purchase of AT&T's Internet services will provide the Commission with reliable Wide Area Network (WAN) services for voice, data, and Internet connectivity.

BUSINESS DRIVERS:

The CDC experienced problems with bandwidth, billing, and customer support with their current vendor. The move to AT&T services will restore reliable Internet and WAN services for CDC.

PROJECT ORGANIZATION:

The AT&T installation will be supervised by the CDC's Information Technology (IT) Section.

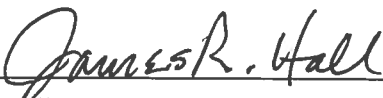
PERFORMANCE METRICS:

The Statement of Work for the installation and ongoing services includes performance metrics and service levels. AT&T has met these performance metrics in a prior contract with the CDC.

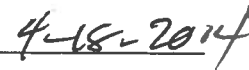
	<p>STRATEGIC AND BUSINESS ALIGNMENT:</p> <p>This purchase supports the County's Strategic Plan Goal 1 – Operational Effectiveness. It is also in alignment with the CDC's business objectives, and the Chief Information Office (CIO) Strategic Directions – particularly in the area of infrastructure modernization.</p> <hr/> <p>PROJECT APPROACH:</p> <p>CDC will get a complete suite of integrated voice, data, and Internet services, invoicing and reporting capabilities and a customized portal program at a competitive rate.</p> <hr/> <p>ALTERNATIVES ANALYZED:</p> <p>AT&T Wide Area Services was selected via, the State of California Department of Technology Services CALNET 2 and 3 Agreements. CDC reviewed the procurement process to ensure that it met HUD's "Common Rule" (24 CFR 85.36) for HUD projects.</p>								
Technical Analysis	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The AT&T installation will be supervised by the CDC's IT Section. No problems are anticipated with the installation.</p>								
Financial Analysis	<p>BUDGET:</p> <p>Contract costs</p> <p>One-time costs:</p> <table data-bbox="532 1087 1156 1245"> <tr> <td>Services</td><td>\$1,192,003.28</td></tr> <tr> <td>Installation</td><td>5,000.00</td></tr> <tr> <td>Sub-total Contract Costs:</td><td>\$1,197,003.28</td></tr> <tr> <td>Pool Dollars:</td><td>119,200.32</td></tr> </table> <p>Total contract costs: \$1,316,203.60</p> <p>Funding is included in CDC's Fiscal Year (FY) 2013-14 Adopted Budget.</p>	Services	\$1,192,003.28	Installation	5,000.00	Sub-total Contract Costs:	\$1,197,003.28	Pool Dollars:	119,200.32
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Installation	5,000.00								
Sub-total Contract Costs:	\$1,197,003.28								
Pool Dollars:	119,200.32								
Risk Analysis	<p>RISK MITIGATION:</p> <p>The risk associated with the installation of AT&T's Internet and WAN services is minimal.</p> <p>The Chief Information Security Officer (CISO) has reviewed the purchase and did not identify any IT security or privacy related issues.</p>								

CIO Approval

PREPARED BY:



James Hall, Sr. Associate CIO



Date

APPROVED:



Richard Sanchez, County Chief Information Office



Date

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>

AUTHORIZATION TO ORDER UNDER STATE CONTRACT

AT&T and the State of California ("State") have entered into a Contract for CALNET 3 Statewide Contract A (SWC-A), **C3-A-12-10-TS-01**, for the following Subcategories and terms. The State may, at its sole option, elect to extend the Contract term for up to the number of additional periods of one (1) year each as indicated below.

<u>Subcategory</u>	<u>Contract Award</u>	<u>Contract End</u>	<u>1 year Optional Extensions</u>
1.1 Dedicated Transport	November 15, 2013	June 30, 2018	2
1.2 MPLS, VPN and Converged VoIP	November 15, 2013	June 30, 2018	2
1.3 Standalone VoIP	November 15, 2013	June 30, 2018	2
1.4 Long Distance Calling	November 15, 2013	June 30, 2018	2
1.5 Toll-Free Calling	November 15, 2013	June 30, 2018	2
1.6 Legacy Telecommunications	November 15, 2013	June 30, 2017	3

Pursuant to the Contract, which is incorporated herein by reference, any public agency, as defined in Government Code section 11541, is allowed to order services and products ("Services") solely as set forth in the Contract.

A non-State public Entity (herein "Non-State Entity") shall also be required to complete and submit this Authorization to Order (ATO) Under State Contract prior to ordering Services. A description of the Service(s), applicable rates and charges and the specific terms and conditions under which the Service(s) will be provided to a Non-State Entity are fully set forth in the Contract. Access to the Contract is available at <http://marketing.dts.ca.gov/calnet3/>.

Community Development Commission of the County of Los Angeles ("Non-State Entity") desires to order Service(s), and Contractor agrees to provide such Service(s), as identified in the State of California, Telecommunications Service Request (Form. 20), pursuant to the terms and conditions and rates contained in the Contract.

E-Rate Customers

Only complete if applying for E-Rate funding:

Insert Non-State Entity Name here intends to seek Universal Service Funding (E-Rate) for eligible services provided under this ATO.

The Service(s) ordered under this ATO shall commence on **Insert Month, Date, Year** ("Service Date"). Upon the Service Date, this ATO supersedes and replaces any applicable serving arrangements between Contractor and Non-State Agency for the Service(s) being ordered under this ATO.

This ATO shall become effective upon execution by Non-State Entity, Contractor, and the Office of Technology Services, Statewide Telecommunications and Network Division (OTech/STND). No Service(s) shall be ordered by Non-State Entity or provided by Contractor until this ATO has been executed by both parties and approved by OTech/STND.

By executing this ATO, Non-State Entity agrees to subscribe to the selected services, and Contractor agrees to provide selected services, in accordance with the terms and conditions of this ATO and the Contract. Upon execution of this ATO by Non-State Entity and Contractor, Contractor shall deliver this ATO to OTech/STND for review and approval. The State may, at its sole discretion, revoke any applicable previously approved ATO.

The OTech/STND will provide Contract management and oversight, and upon request by the Non-State Entity or Contractor, will advocate resolving any Contract service issues. The ATO, and any resulting Form 20, is a Contract between the Non-State Entity and the Contractor. The State will not represent the Non-State Entity in resolution of litigated disputes between the parties.

Non-State Entity may terminate this ATO, for specific Service(s) or in total, prior to termination of the Contract, by providing the Contractor with thirty (30) calendar days' of written notice of cancellation. This ATO shall not exceed the term of the CALNET 3 Contract.

Non-State Entity, upon execution of this ATO, certifies that Non-State Entity understands that Contractor and the State may, from time to time and without Non-State Entity's consent, amend the terms and conditions of the Contract thereby affecting the terms of service Non-State Entity receives from Contractor.

Non-State Entity, upon execution of this ATO, certifies that it has reviewed the terms and conditions, including the rates and charges, of the Contract.

Non-State Entity, upon execution of this ATO, certifies the Non-State Entity understands that billing invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the State, pursuant to provisions of the Contract.

All Service(s) ordered under this ATO will be submitted using the Form 20, signed by the Non-State Entity's authorized signatory. Any additions or deletions to Service(s) shall likewise be accomplished by submission of a Form 20, noting changes. The Non-State Entity understands that Form 20s are subject to review by the CALNET 3 CMO to ensure contract compliance.

Non-State Entity, upon execution of this ATO, certifies the Non-State Entity understands that the Contractor shall provide CALNET 3 CMO all data, reports, and access to trouble tickets for Service(s) subscribed to under the Contract, pursuant to provisions of the Contract.

Non-State Entity may, by placing Service orders issued by its duly authorized representative with Contractor, order any of the Service(s) listed in the Contract and selected below. Contractor shall bill Non-State Entity, and Non-State Entity shall pay Contractor according to the terms and conditions and rates set forth in the Contract for such Service(s).

ATTACHMENT B – AUTHORIZATION TO ORDER (ATO)

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Whenever any notice or demand is given under this Contract to Contractor or Non-State Entity, the notice shall be in writing and addressed to the following:

Non-State Entity:

Community Development Commission of the
County of Los Angeles

700 W. Main Street

Alhambra, CA 91801

Attn: Doug Van Gelder, Manager Information
Technology

626-586-1727

Douglas.VanGelder@lacdc.org

Contractor:

AT&T

2700 Watt Avenue, Room 1213

Sacramento, CA 95821

Attn: Contract Program Manager

Notices delivered by overnight courier service shall be deemed delivered on the day following mailing. Notices mailed by U.S. Mail, postage prepaid, registered or certified with return receipt requested, shall be deemed delivered five (5) State business days after mailing. Notices delivered by any other method shall be deemed given upon receipt.

IN WITNESS WHEREOF, the parties hereto have caused this ATO to be executed on the date shown below by their respective duly authorized representatives:

NON-STATE ENTITY	CONTRACTOR
By: Authorized Signature	By: Authorized Signature
Printed Name and Title of Person Signing	Printed Name and Title of Person Signing
	Sean Rogan, Executive Director
Date Signed:	Date Signed:

Approved By:

State of California

Department of Technology,

Statewide Telecommunications and Network Division

By: Authorized Signature
Printed Name and Title of Person Signing
Date Signed:

Insert Non-State Entity Name here

Select services for

	<u>AT&T C3-A-12-10-TS-01</u>	
Selected Services	Dedicated Transport Subcategory 1.1	Customer Initials
<input type="checkbox"/>	Carrier DS0 Service	
<input type="checkbox"/>	Carrier DS1 Service	
<input type="checkbox"/>	Carrier DS3 Service	
<input type="checkbox"/>	ISDN Primary Rate Interface Service	
<input type="checkbox"/>	Extended Demarcation Wiring Service	
<input type="checkbox"/>	Services Related Hourly Support	
Selected Services	Multi-Protocol Label Switching (MPLS) Subcategory 1.2	Customer Initials
<input checked="" type="checkbox"/>	MPLS Port Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port & Access Bundled Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port, Access & Router Bundled Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port, Access & Router Bundled On-Net Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port, Access & Router Bundled Off-Net Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port, Access & Router Bundled Ethernet On-Net Transport Speed Service	
<input checked="" type="checkbox"/>	MPLS Port, Access & Router Bundled Ethernet Off-Net Transport Speed Service	
<input checked="" type="checkbox"/>	Converged VoIP Service	
<input checked="" type="checkbox"/>	Converged Voice Mail Service	
<input checked="" type="checkbox"/>	Audio Conferencing Service	
<input checked="" type="checkbox"/>	Session Initiated Protocol (SIP) Trunking Service	
<input checked="" type="checkbox"/>	Extended Demarcation Wiring Services	
<input checked="" type="checkbox"/>	Services Related Hourly Support	
Selected Services	Standalone Voice over Internet Protocol (VoIP) Subcategory 1.3	Customer Initials
<input type="checkbox"/>	Standalone VoIP Service	
<input type="checkbox"/>	VoIP Voice Mail Service	
<input type="checkbox"/>	Audio Conferencing Service	
<input type="checkbox"/>	Extended Demarcation Wiring Services	
<input type="checkbox"/>	Services Related Hourly Support	

Selected Services	Long Distance Calling Subcategory 1.4	Customer Initials
<input type="checkbox"/>	Long Distance Network Access Transport Service	
<input type="checkbox"/>	Long Distance Domestic Calling Service	
<input type="checkbox"/>	Long Distance International Calling Service	
<input type="checkbox"/>	Calling Cards	
<input type="checkbox"/>	Operator Services	
<input type="checkbox"/>	Audio Conferencing Service	
<input type="checkbox"/>	Extended Demarcation Wiring Services	
<input type="checkbox"/>	Services Related Hourly Support	
Selected Services	Toll Free Calling Subcategory 1.5	Customer Initials
<input type="checkbox"/>	Toll Free Network Access Transport Service	
<input type="checkbox"/>	Toll Free Domestic Service	
<input type="checkbox"/>	International Toll Free Service	
<input type="checkbox"/>	Extended Demarcation Wiring Services	
<input type="checkbox"/>	Services Related Hourly Support	
Selected Services	Legacy Telecommunications Subcategory 1.6	Customer Initials
<input type="checkbox"/>	Business Access Line Service	
<input type="checkbox"/>	Central Office Exchange Service	
<input type="checkbox"/>	Central Office Trunk Service	
<input type="checkbox"/>	Intra-LATA Calling	
<input type="checkbox"/>	Locally Based Automatic Call Distributor (ACD)	
<input type="checkbox"/>	Voice Mail Services	
<input type="checkbox"/>	Analog Service	
<input type="checkbox"/>	ISDN Basic Rate Interface (BRI) Service	
<input type="checkbox"/>	Frame Relay Service	
<input type="checkbox"/>	Asynchronous Transfer Mode (ATM) Service	
<input type="checkbox"/>	Extended Demarcation Wiring Services	
<input type="checkbox"/>	Station Wiring	
<input type="checkbox"/>	Services Related Hourly Support	